

Workforce Planning Task Force
Approved Meeting Minutes
July 18, 2011
1:00 PM-3:00 PM

Members Present: Janet Kelly, Department of Administration; Tim Burton, Department of Justice; Lesa Evers, Office of Indian Affairs; Arlynn Fishbaugh, Montana Arts Council; Jennifer Jensen, Department of Transportation; Alan Peura, Department of Revenue; Madalyn Quinlan, Office of Public Instruction; Amy Sassano, Office of Budget and Program Planning; Thomas Schultz, Department of Natural Resources and Conservation; Dore Schwinden, Department of Commerce; Jane Smilie, Department of Public Health and Human Services

Members Absent: Dick Clark, Department of Administration; Mike Ferriter, Department of Corrections; Tom Livers, Department of Environmental Quality

Guests: Joy Conquergood, Jody Stahl, Donna Hansen, Diana Piccono, Jane McKinney

Department of Administration Staff Present: Paula Stoll, Peggy MacEwen, Bonnie Shoemaker, John Moore, Helen Betts

Facilitator: John Moore

Minutes: Helen Betts

Welcome: Janet Kelly called the meeting to order at 1:01 p.m., and welcomed members and guests. She then turned the meeting over to John Moore.

Introductions: Task force members and guests introduced themselves.

Meeting Purpose: John reviewed the agenda and task force charges. He also reviewed the proposed ground rules for the meetings. The ground rules will be included on future agendas.

Minutes: No minutes to approve.

2012-13 Workforce Planning Charges or Recommendations: Paula Stoll, Department of Administration, gave an overview of the charges for the task force as outlined by Janet Kelly.

Meeting purpose:

1. Review the broadband classification plan methodology, including the “predominant duty rule,” compare it against industry standards, and recommend appropriate changes.
2. Review the market analysis process and recommend improvements.
3. Continue building the framework for the executive branch’s workforce development initiative by recommending enterprise-wide approaches to issues of motivating, development, and promotion.
4. Continue monitoring internal issues.
5. Recommend economic bargaining goals for the 2015 biennium.

Governance:

- Voting – Janet Kelly proposed a consensus approach to decisions made by the task force, including voting. The group unanimously agreed to a consensus approach. Major decision will require a motion, a second, and a formal vote. The group unanimously agreed there would be no proxy voting, and a quorum had to be present to hold a vote.
- Meeting minutes – draft minutes will be available to committee members prior to each meeting. Once approved, State Human Resources will post meeting minutes on the committee website.

Task Force Comments:

- Paula Stoll and Bonnie Shoemaker suggested the task force review classification standards and the nine bands and the methodology rule. Paula asked the task force to review and recommend whether the market analysis process should include benefit package comparisons. Paula also reviewed work the prior task force completed on performance management and internal pay equity. She suggested agencies use the interagency pay tool to monitor internal pay equity.
- Tim Burton suggested review of the past task force recommendations regarding the State of Montana becoming an employer of choice as it provides a road map of how all agencies will look alike. He suggested a set of “best practices” to try to provide agencies with information on how best to accomplish the objectives while still leaving agencies the flexibility they need. Tim expressed the need for a mechanism to share experiences and lessons learned between agencies. The item was placed in the parking lot.
- Lesa Evers asked whether diversity would be discussed.
- Paula Stoll responded to Lesa’s question and will revise the goals with stronger diversity language for the next meeting.

Parking Lot Items:

- Suggested a set of “Best Practices”.
- Tactical implementation of the taskforce recommendations.

Schedule next meetings: Recommended to meet the fourth Wednesday of each month 10:00 a.m. to 1:00 p.m. State Human Resources agreed to arrange for meeting rooms, send out meeting notices, and provide meeting information on the task force website.

Public comments: There were no public comments.

Meeting Wrap-Up: John Moore summarized the results of the meeting. He turned the meeting over to Janet.

Closing: Janet Kelly closed the meeting by thanking everyone for attending. The meeting adjourned at 2:27 p.m.